

CHAPTER 273

HUMAN RESOURCE MANAGEMENT SELF-ASSESSMENT PROGRAM

APPENDIX A

HUMAN RESOURCE MANAGEMENT SELF-ASSESSMENT SAMPLE SURVEY INSTRUMENT

DEPARTMENT OF THE NAVY HUMAN RESOURCES ASSESSMENT MADE SIMPLE

1 What's this all about?

This assessment tool provides a simple to use method for identifying areas of strength and areas where improvement is needed.

2 What do I need to do?

Page 2 targets 20 areas for assessment. Each is assessed using a simple, 5-point scale. Depending on the size of the activity, the questions may be used as a questionnaire or serve as focus group discussion points.

Page 3 provides areas of assessment where respondents may need guidance.

Pages 4-5 provide tables to summarize the results and identify key action items. In some activities the comparison of employee, supervisor and manager opinions may be useful.

3 How do we know how well we're doing?

There is no "passing score" for this assessment process. The best way to use this information is to take action on areas for improvement, gather data at a later date, and assess progress over time. Retaining the results of this process provides documentation of HRM self-assessment for validation of self-assessment efforts by higher-level organizations.

The scale shown below is utilized for all of the assessment areas. The tables on this page can be used by employees to provide information and by management to pull together the results. Page 3, which summarizes the Merit Systems Principles and Prohibited Personnel Practices, should be available to employees and managers to help them respond.

An assessment of our human resources management practices

1	2	3	4	5
Never		Sometimes		Always

Rating:

Communication	1	2	3	4	5
I get timely information about vacancies and other career information					
I understand the organization's direction and priorities					
I get timely benefits (retirement/pay/insurance/TSP) information					
I know who to call for civilian personnel and EEO assistance					
I feel free to discuss issues with my supervisor					
The organization gets good service from its personnel office					

Rating:

Organization Health	1	2	3	4	5
I get the training I need to do my job and enhance my abilities					
I have the tools and support systems I need to do my work					
I am recognized for good work and get constructive help as needed					
I work in a safe and healthy work environment					
Employees have the skills and ability to perform the work					
This organization implements family friendly work practices					

Rating:

EEO	1	2	3	4	5
I am aware of the EEO complaint process					
I can use the EEO complaint process without fear of retaliation					
I have received the required sexual harassment training					
The workplace is free from discrimination and sexual harassment					

Rating:

Accountability and Responsibility	1	2	3	4	5
Management adheres to Merit System Principles and other civil service rules					
Management knows and implements appropriate workplace diversity measures					
My job description is accurate and my work assignments are clear					
My supervisor takes appropriate action to correct personnel and EEO problems					

Background Information. Most of the areas assessed do not need explanation; however one question addresses the Merit System Principles described below. There are also a number of prohibited personnel practices that should be considered in assessing how well an organization adheres to the concepts set forth in the Merit System Principles.

Merit System Principles

- Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.
- Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, or handicapping condition.
- Provide equal pay for equal work and reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Manage employees efficiently and effectively.
- Retain or separate employees on the basis of their performance.
- Educate and train employees when it will result in better organizational or individual performance.
- Protect employees from improper political influence.
- Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations (i.e., protecting people who report things like illegal and/or wasteful activities).

Prohibited Personnel Practices. Any employee who has authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority:

- Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- Solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
- Coerce an employee’s political activity.
- Deceive or obstruct any person with respect to such person’s right to compete for employment.
- Influence a person to withdraw from competition.
- Grant any preference or advantage not authorized by law, regulation, or rule.
- Employ or promote a relative.
- Retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an inspector general or the Special Counsel, or refuse to break a law.
- Discriminate based on actions not adversely affecting performance.
- Violate any law, rule, or regulation implementing or directly concerning the merit principles.

Results and Action Plan – Pg. 1

Organization:

Date:

Communication

How did the assessment results compare with our goals, expectations, and previous results?

What are the most important areas for improvement?

What actions do we need to take to improve our results in this area?

Organization Health

How did the assessment results compare with our goals, expectations, and previous results?

What are the most important areas for improvement?

What actions do we need to take to improve our results in this area?

Results and Action Plan – Pg. 2

Organization:

Date:

EEO

How did the assessment results compare with our goals, expectations, and previous results?

What are the most important areas for improvement?

What actions do we need to take to improve our results in this area?

Accountability and Responsibility

How did the assessment results compare with our goals, expectations, and previous results?

What are the most important areas for improvement?

What actions do we need to take to improve our results in this area?